



January 25, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Summary of Executive Director Performance Evaluation, Agenda Item 14

Dear Commissioners:

Executive Summary

At a special meeting of the TAM Executive Committee on December 14th, the Executive Committee reviewed the past 500 day performance of TAM's Executive Director Dianne Steinhauser. At the regularly scheduled TAM Board meeting on December 14th, the Board considered and approved unanimously the recommendation from the Executive Committee to do the following:

1. Extend ED Steinhauser's current contract through January 2007
2. Grant ED Steinhauser a 5% increase, allowing the Chair and her to negotiate how to grant that 5% increase (as salary or benefit component). At TAM's January board meeting, the Chair will offer an amended contract to Ms. Steinhauser reflecting the 5% and how it will be spent.
3. The Committee unanimously agreed to grant ED Steinhauser a one-time bonus of \$2,500 acknowledging her excellence of service in her first 500 days.

After consultation with LGS, it was determined that the extension of ED Steinhauser's contract for 30 days would not be necessary, as long as a contract extension was in place by end of January 2007.

The Chair and ED Steinhauser have negotiated a package of improvements as follows:

- an additional 3 vacation days will be granted
- the cap that currently exists on ED Steinhauser's medical benefits will be lifted. This is consistent with the standard suite of benefits that are offered to all TAM employees
- a 5% salary increase will be incorporated into ED Steinhauser's regular pay
- a \$2500 bonus will be granted immediately

A final contract outlining these items will be presented at the TAM board meeting of January 25th, as it is still being finalized by LGS.

Recommendation: Approve the contract between TAM and LGS regarding the compensation package for Executive Director Dianne Steinhauser. Extend the contract by approximately one year to December 31st, 2007, incorporating the changes as noted.